



WHITWORTH UNIVERSITY

Accident Prevention Program

INTRODUCTION AND OBJECTIVES

The Whitworth University Accident Prevention Program contains the University's official safety policies and procedures. It is directed to all faculty, staff, administrators and student workers. It is designed to comply with, and implement, federal and state laws by establishing policies and procedures to prevent accidents, injuries, and occupational illnesses. Requirements are set forth in the Revised Code of Washington and the Washington Administrative Code, and have been adapted to Whitworth University's conditions and circumstances. Campus visitors and students who are not employed by the University are not covered by these regulations, however, the rules that provide for the safety of employees also contribute to the safety of visitors and students.

The objectives of the Accident Prevention Program are to:

- Provide for the physical well-being of employees;
- Comply with federal, state, and local safety, health, and environmental standards;
- Reduce employee accidents, thus reducing personal injury, property loss, time loss and related costs;
- Provide effective safety orientations and trainings; and
- Ensure proper procedures are in place to investigate accidents, develop corrective action and provide for employees' needs.

This manual serves as an aid in obtaining accident prevention objectives. It is an important training tool that must be understood and applied by all managers, supervisors and employees. It is meant to be a document designed to change as the demands of our operating environment necessitates. Management and supervision will be held accountable for an effective accident prevention effort in their own area of operations.

RESPONSIBILITIES

The University's administration has the responsibility to provide a safe and healthful working and learning environment. The Whitworth University Accident Prevention Plan implements the requirements contained in WAC 296-800 (Safety Standards for Core Rules). The responsibility for safety is shared among the University administration, the department of Human Resource Services, the University's Chemical Hygiene Officer, and all persons who supervise the activities of others, along with each individual for his or her area of responsibility.

University Administration – The University administration recognizes, and firmly believes in, the need to provide safe working conditions and that it is the administration's responsibility to do everything reasonably possible to create an effective, accident-free environment for teaching, learning and working. It is the responsibility of the administration to establish and maintain:

- A safe and healthy working environment;
- An Accident Prevention Program;
- A system of reporting and recording accidents that will provide useful information for monitoring the effectiveness of the Accident Prevention Program;
- Necessary safety equipment for employees; *and*
- Required safety training for employees.

Department of Human Resource Services – Human Resource Services is responsible for coordinating safety and health activities for employees throughout the University and for connecting with the academic safety program as appropriate. Human Resource Services primarily provides consultation to administration, supervisors and employees in the areas of general safety, accident prevention, industrial hygiene, hazardous materials, fire prevention, protective equipment selection, and workplace ergonomics. Specific responsibilities may include, but are not limited to:

- Inspections to ensure the University is carrying out its responsibility to provide a safe environment for its employees, students and visitors;
- Conduct safety orientations for new employees;
- Conduct safety and health training for supervisors and affected employees;
- Coordinate fire prevention inspections with Facilities Services and Security;
- Conduct investigations of workplace accidents and injuries so that unsafe work conditions or procedures can be corrected;
- Manage workers' compensation and light duty return-to-work programs;
- Consult with Facilities Services to ensure appropriate pre-planning safety measures are taken for facilities design changes and construction plans; *and*
- Keep current with new health and safety requirements.

Academic and Lab Safety –The Chemical Hygiene Officer provides guidance, expertise, training and resources on environmental health and safety issues for academic departments within the College of Arts and Sciences, as appropriate. He or she will also ensure the safe use of chemicals used in academic coursework or research throughout the entire university. He or she is will also:

- Coordinate with Human Resource Services to ensure the University's safety policies are effectively implemented in academic areas, as appropriate.
- Supervise the University's chemical hygiene efforts;

- Manage the University's hazardous waste program and disposal efforts;
- Ensure the University complies The Division of Occupational Safety & Health (DOSH) safety standards for hazardous chemicals in laboratories and all other applicable regulations related to lab safety; *and*
- Support the inventory tracking system for chemicals in academic departments and perform inventory audits.

Supervisor's Responsibility – All individuals who supervise others will consider it an integral part of their responsibilities to ensure working or learning conditions are safe. Specifically, each supervisor and manager should:

- Make every reasonable effort to ensure the safety of employees under their responsibility and make their workplace free of recognized hazards;
- Report any hazards beyond his or her ability to correct;
- Implement job training and work area safety procedures for all employees, especially for new and reassigned employees with new job activities;
- Conduct regular work area safety inspections with assistance from Human Resource Services to discover and correct unsafe conditions and work practices;
- Report all injuries using an accident/injury report form and forward to Human Resource Services within 24 hours;
- Ensure that all necessary safety equipment and protective devices are available, and in proper working order, and used when applicable; *and*
- Respond to employees' concerns for safety in a positive manner and take appropriate corrective action.

Employee's Responsibility – University employees must have a common goal of preventing accidents. Unsafe work habits cause most accidental injuries in the work environment. Therefore, all employees should continually strive to develop habits and procedures that will reduce exposures to potential injuries. All employees including supervisors are required to observe all safety policies and procedures. Failure to do so may result in disciplinary action up to and including termination, depending on the severity of the behavior. As part of their safety responsibilities, employees are expected to do the following:

- Conduct their work safely and try to maintain their work areas hazard-free;
- Wear and properly maintain personal protective equipment as prescribed by their supervisors, topic specific policies, hazard assessments and trainings;
- Report hazards or unsafe work practices to supervisors or to Human Resource Services;
- Cooperate fully with persons conducting investigations of accidents so that unsafe conditions or work procedures may be corrected; *and*
- Participate in physical restoration or vocational programs following lost-time injuries to achieve an early return to work, if prescribed by attending medical personnel.

CAMPUS SAFETY COMMITTEE

Whitworth has established an employee elected safety committee that meets the requirements established by Washington State Department of Labor and Industries. Visit Whitworth's website for more information regarding the Campus Safety Committee.

BUILDING MONITORS

Each office building will have a least one building monitor who has received training in Whitworth's emergency response procedures. Selection of the Building Monitor is made by Human Resource Services in cooperation with campus departments. The number of Building Monitors in each department will depend upon the nature of the work or program, number of employees, and/or students, and separation of facilities. The names of the Building Monitors are located on the [emergency response page](#) of Whitworth's website.

The Building Monitor will be the focal point within the department or building for matters of safety.

The Building Monitor is responsible for:

- Being a point of contact within the department or building for all safety matters;
- Monitoring the safety and wellbeing of building occupants;
- Administering minor first-aid at the level to which he or she is trained;
- Maintaining office first-aid supplies and emergency equipment;
- Conducting monthly fire extinguisher inspections;
- Assisting in an emergency or building evacuation; *and*
- Identifying safety hazards in their work area(s) and recommending for the correction of any hazards, deficiencies, or unsafe conditions.

SAFETY BULLETIN BOARDS

Safety bulletin boards are posted in three main locations. Human Resource Services, Facilities Services, and the downtown campus, have safety bulletin boards for communicating information related to safety. Human Resource Services and their designee's are responsible for maintaining the safety bulletin boards.

The designated bulletin board is reserved exclusively for safety material. The following information must be displayed on the bulletin boards:

Department of Labor and Industries Posters

- Job Safety and Health Law (F416-081-909)
- Notice To Employees (F242-191-909)

Required Information

- Emergency Telephone Numbers
- Emergency Evacuation Map, distributed by Facilities Services
- Safety Posters and Newsletters, distributed by Human Resource Services
- Citation and Notice, citations from a state or federal regulatory agency must be posted as required

Other safety related information will be posted if approved by Human Resource Services.

ACCIDENT PREVENTION STATEMENT

Accident prevention is a priority for Whitworth University. Although, the department of Human Resource Services coordinates the University's accident prevention and safety programs, preventing accidents is a team effort by the entire Whitworth Community.

Employees with concerns about the safety of their work area or questions regarding accident prevention should call Human Resource Services at ext. 3236. Requests for repairs and regular maintenance should be sent to Facility Services, identifying if there are safety concerns.

The Safety Manager in the department of Human Resource Services will be available to inspect potential hazards, respond to employee questions, and recommend changes, if needed, to ensure that Whitworth University is providing a safe place to work and study.

INCIDENT REPORTING

The department of Human Resource Services is responsible for handling incident reports. Incident reporting helps decrease the total number of accidents by identifying unsafe situations and implementing corrective actions before accidents occur. It is important to report incidents involving near-misses or property damage so that hazardous situations and behaviors can be corrected.

1. Employee's Responsibilities

- Report all work-related incidents that caused property damage or could have caused bodily injury.
- Fill out the Whitworth University Incident Report within 24 hours of the incident. The Incident Report Form is located on Whitworth's [Occupational and Environmental Safety webpage and the master forms list](#). It is also available from Supervisors, Building Monitors, and the department of Human Resource Services.

2. Supervisors Responsibilities

- The incident report form does not require a supervisor's approval.

WORK-RELATED ACCIDENT REPORTING

The department of Human Resource Services is also responsible for handling the accident/injury/illness reports and claims management for work-related accidents. The Washington Administrative Code states that "employees shall make a prompt report to their immediate supervisor of each industrial injury or occupational illness, regardless of the degree of severity." The procedures to follow in reporting work-related accidents/injuries/illnesses are outlined below:

1. Employee's Responsibilities

- Report all work-related accidents/injuries/illnesses to supervisor, regardless of severity.

- Fill out the Whitworth University Accident Report within 24 hours of the accident. The Accident report form is located on Whitworth's [Occupational and Environmental Safety webpage and the master forms list](#). It is also available from Supervisors, Building Monitors, and the department of Human Resource Services.
- If the accident requires medical care, employees should continue to update their supervisor and Human Resource Services on the status of the claim, which may include continued doctor visits, physical limitations, or time off work.

2. Supervisor's Responsibilities

- The supervisor must fill out the supervisor section of the Accident report form and send the report to Human Resource Services.
- Contact Human Resource Services at, ext. 3236, immediately when notified of major accidents.

3. Medical Treatment

- If medical attention is necessary, the injured party should choose any doctors office that processes workers compensation injuries.
- Inform the doctor that the condition is work-related.
- Complete the worker's statement on the Washington State Fund Accident Report at the doctor's office.
- If necessary, have the doctor complete the Light Duty Return-to-Work Program form and return it to the department of Human Resource Services.
- If there are physical limitations, please see below for further instructions.

4. Physical Limitations or Off Work

- Job descriptions and activity prescription forms will be provided to the doctor by the Human Resources Services Department. If the doctor notes that the employee cannot return to work or has physical limitations, the employee is required to inform the doctor that Whitworth University has a light-duty, return-to-work program. Active participation is expected in all return-to-work activities. These activities may include part-time or light duty work until able to perform regular job duties. After the initial contact with the doctor regarding light duty, Human Resource Services will continue to actively work with the employee and the doctor on the University's proactive return-to-work program.
- The employee must bring his or her supervisor a statement from the doctor noting physical limitations and for what period limitations apply, or the doctor can send the completed form directly to Human Resources Services Department.
- If the doctor notes that the employee is unable to participate in the light-duty program, the employee must check in with his or her supervisor a minimum of once a week while off work to update on progress.
- A written release from the doctor is required before returning to regular duties. The employee must contact his or her supervisor and advise of the release, and provide a copy once returned. Employees are not allowed to return to regular duties without a release.

- Whitworth University reserves the right to send the injured employee for another evaluation by a medical professional, of the University's choice, at no additional cost to the employee.

ACCIDENT AND INCIDENT INVESTIGATIONS

1. Responsibilities

The investigation of accidents and incidents is an essential part of the University's Accident Prevention Program. A thorough investigation, reconstructing the chain of events leading to an accident or incidents, identifies unsafe acts and conditions requiring corrective action. An accident investigation and subsequent implementation of the corrective action minimizes the potential for future accidents.

The department of Human Resource Services will investigate or participate in the investigation of all major accidents resulting in death, serious injury, amputation or loss of an eye, or in-patient hospitalization of one or more employees. Human Resource Services may also investigate incidents.

2. Accident Investigations

Incidents

Whenever an incident occurs the following procedures will be followed:

- The employee or their supervisor must complete and submit an incident report to the Safety Manager in Human Resources Services.
- The Safety Manager will analyze the report and determine if an investigation is warranted. If an investigation is warranted, The Safety Manager/designee will lead the investigative activities and produce a written report of the findings.
- Human Resource Services will work with the department to ensure that the potentially hazardous condition is corrected and ensure safety programs are followed.

Accidents, injuries, and illnesses not resulting in medical treatment:

In the case of work related accidents, injuries and illnesses that do not require medical treatment by a licensed healthcare provider, the following procedures will be followed:

- The employee and their supervisor must complete and submit an accident report to the Safety Manager in Human Resources Services.
- The Safety Manager will analyze the report and determine if an investigation is warranted. If an investigation is warranted, the Safety Manager/designee will lead the investigative activities and produce a written report of the findings.
- Human Resource Services will work with the department to ensure corrective actions are implemented to eliminate and minimize the potential for recurrence. Human Resource Services will also ensure safety programs are followed.

Accidents, injuries, and illnesses resulting in medical treatment:

In the case of work related accidents, injuries and illnesses that require medical treatment from a licensed healthcare provider, the following procedures will be followed:

- The employee and their supervisor must complete and submit an accident report to the Safety Manager in Human Resources Services.
- Preliminary interviews will be conducted by the the Safety Manager/designee.
- If the accident involved equipment, the supervisor will ensure the accident site is preserved as it was when the accident occurred. Equipment involved in a major accident is not to be moved unless it is necessary for victim treatment, evacuation or accident prevention. The Safety Manager/designee will authorize the removal of equipment involved in a major accident.
- The Safety Manager/designee will take written statements from witnesses, photograph the accident scene and equipment involved, and note the conditions of equipment and the work area that may have had a bearing on the accident as soon as possible after the accident.
- The Safety Manager/designee will make a written report of findings including a sequence of events leading up to the accident, conclusions about the accident and any recommendations to prevent the accident from recurring.
- After the investigation the Safety Manager/designee will create a written report and submit it to the appropriate supervisor and the Associate Vice President of Human Resources Services or their designees.

In case of a work-related fatality, a work-related in-patient hospitalization of one or more employees, all work-related amputations, and all work-related losses of an eye:

- **A representative from Human Resource Services or designee will contact the Department of Labor and Industries within eight hours of the accident. The notification must be a verbal conversation with a representative of the department. Fax and answering machine notifications are not acceptable.** The notification must report the company name, location, time and date of the accident, number of employees involved, the extent of injuries or illness, a brief description of what happened, and the name and phone number of a contact person.
- Whitworth's Vice President of Finance and Administration must also notify the University's insurance carrier as soon as possible. In the event the Vice President of Finance and Administration is unavailable, a member of the Human Resources staff will notify the insurance carrier.

LIGHT DUTY RETURN-TO-WORK PROGRAM

1. Purpose

The University values the safety, health and well-being of all employees. Should an employee become injured or ill, it is important he or she return to work as early as is medically safe. It is the responsibility of the employee to keep the supervisor and the department of Human Resource Services informed of his or her current condition.

The University, in cooperation with supervisors, will make an effort to develop light duty assignments for employees who are unable to return to their normal duties while recovering from their injuries. Medical studies show that transitional work speeds the healing process.

2. Procedures

Human Resource Services will provide the injured employee's medical provider with a job description or activity prescription form to show the nature of the work the employee performs. Human Resource Services will ask if the employee can perform his or her normal duties with or without reasonable accommodation; and Human Resource Services will also work with the employee's supervisor to provide information on other available light duty assignments.

The goals in returning employees to light duty work are as follows:

- same job with temporary modification of duties;
- another temporary job in the same department; *or*
- a temporary job in another department

The employee's supervisor will monitor the employee's progress on light duty and work with Human Resource Services and the medical provider to return the individual to normal duties as possible.

If return to light duty work is not feasible as outlined above, a vocational rehabilitation specialist assigned by the Department of Labor and Industries, in cooperation with the University's claims management organization, will work with the employee and his or her physician to return the employee to the same job. This return to work effort may be done with temporary and/or possible permanent modifications. If these modifications are not possible, the Department of Labor and Industries may provide rehabilitation for alternative employment.

SAFETY TRAINING

The department of Human Resource Services is responsible for orienting new employees with Whitworth's accident prevention program during the New Employee Orientation (NEO) process. University supervisors are responsible for providing initial job specific safety training and periodically reviewing applicable safety procedures and use of personal protective equipment with employees.

Employees who work under specified conditions are to receive training as required by the indicated state of Washington (WAC) reference. In addition to training, Whitworth University has developed written programs that explain procedures for doing work with special hazards. Please contact Human Resource Services for specific information. Specific work situations and applicable references are noted as follows:

TRAINING DESCRIPTION	REQUIRED WHEN.....	WAC
Bloodborne Pathogens	Employees may be exposed to human blood or bodily fluids as a part of their job.	296-823
Confined Space	A space that: 1. Is large enough and so configured that an employee can bodily enter and perform assigned work; 2. Has limited or restricted means for entry or exit (e.g., manhole); and 3. Is not designed for continuous employee occupancy.	296-809
TRAINING DESCRIPTION	REQUIRED WHEN.....	WAC
Fall Protection	1. Employees who work on open sided floors and platforms over 4 feet; 2. Employees who work on scaffolds, ladders, etc.	296-869 296-800-260 296-155-24601
First Aid	When defined by specific program requirements. (Health Center, Athletics, Security, etc.)	296-800-150
Hazardous Chemical Communication Plan/Work Right-To-Know	Chemicals are used in the workplace.	296-901
Laboratory Safety	Employees are exposed to laboratory containing hazardous chemicals.	296-828
Lock-out/Tag-Out (Energy Control)	Employees perform service or maintenance on machinery or equipment where the accidental starting of the machine would cause employee injury.	296-803
Personal Protective Equipment	Employees work where hazards are present or likely to be present then they are required to use personal	296-800-160

	protective equipment such as safety glasses, hearing protection, etc.	
Respiratory Protection Plan	Employees choose to voluntarily wear air-purifying respirators in the workplace.	296-842
Welding and Cutting	Employees work with oxy-fuel gas equipment performing cutting and welding operations.	296-24-680
Heat-Related Illness Prevention Program	Employees who may be exposed to heat at or above the temperatures listed in WAC 296-62-09510(2) Table 1.	296-62-095

FIRST AID AND RESPONSE PLAN

1. General First Aid Training & Requirements

To assure that all University employees can be afforded quick and effective first aid attention, specified University personnel are to obtain a certification in first aid, CPR and automated external defibrillators (AEDs).

To summon first aid in an emergency, employees should call 911 for local emergency services and 777-4444 for Whitworth Security. Whitworth Security Officers are trained in first aid, CPR and AEDs.

2. First Aid Kits

First aid kits are to be accessible to employees at all times while they are at work. Departments are responsible for maintaining and replenishing their first aid kits on an as needed basis. First aid kits are to be labeled with emergency telephone numbers, available from Facilities Services.

The following items are recommended for all first aid kits:

- Gauze pads (at least 4 x 4 inches)
- Two large gauze pads (at least 8 x 10 inches)
- Box adhesive bandages (band-aids)
- One package gauze roller bandage at least 2 inches wid.
- Two triangular bandages
- Wound cleaning agent such as sealed moistened towelettes
- Scissors
- At least one blanket
- Tweezers
- Adhesive tape
- Nitrile gloves

- Resuscitation equipment such as a pocket mask
- Two elastic wraps
- Splint
- Directions for requesting emergency assistance

3. Automated External Defibrillator

Automated External Defibrillators (AEDs) are devices used to treat a person in cardiac arrest by giving the heart an electric shock. The AED is used in addition to CPR, and persons assisting during the emergency should still summon advanced emergency medical services by calling 911. The Revised Code of Washington protects lay persons using an AED at the scene of an emergency from civil liability resulting from personal injury; this excludes acts of gross negligence or willful or wanton misconduct. Although training is not required to operate an AED, training does increase the operator's effectiveness during an actual emergency. Human Resource Services is available for consultation regarding employee training in the use of AEDs.

Several campus building have AEDs located in common areas. Whitworth Security also has AEDs located in patrol vehicles. For a comprehensive list of AEDs owned by the University, please contact Human Resource Services.

4. Eye Wash Stations

Eye wash stations are located in several buildings where employees may be exposed to contact with harmful chemicals. Departments with eye wash stations are responsible for activating each station on a weekly basis to ensure the station is functioning properly. Inspection records must be kept near eye wash stations for a period of one year. Self-contained eye wash stations do not need to be activated on a weekly basis and inspection records are not required to be maintained. The fluid containers in self-contained eye wash stations should be exchanged according to the manufactures specifications.

FIRE PREVENTION

An evacuation map for each building is posted near each entrance and other visible locations in each building. The map shows the location of exits, fire extinguishers, and the gathering location outside that building.

1. In Case of a Fire

- If available, activate the building's fire alarm system;
- Exit the building according to the evacuation plan posted in the building;
- Notify others while exiting the building only if it does not present an additional hazard; *and*
- Upon exit, call 911 and Security at ext. 4444

2. Fire Extinguishers

- If the fire is small, such as a wastebasket fire (under 4 feet), and there is minimal smoke, employees may attempt to put the fire out with a fire extinguisher, *only after receiving training to so do; and*

- If the fire grows or there is thick smoke, do not continue to fight the fire

3. Evacuation

Building occupants are required to leave the building when the fire alarm sounds. Persons remaining in the building are in violation of the Uniform Fire Code and may be found guilty of a misdemeanor and possible disciplinary action by the University.

- Follow the posted evacuation plan for the work area.

EMERGENCY RESPONSE

Whitworth University recognizes the safety and well-being of the campus community as one of the highest priorities. The University has put in place the staff, planning and resources necessary to respond effectively to a broad range of possible emergencies. A foundational principle of the crisis communications plan is to be proactive and open in communicating with employees, students, parents, and others.

In the event of a campus emergency, information updates will be available through the campus news section of the University's home page at www.whitworth.edu, through the Whitworth switchboard at 509-777-1000, and through e-mail messages sent to students, parents, faculty and staff. In addition, Whitworth uses Rave, a text messaging service, to send notices about ongoing, life-threatening emergencies to mobile devices of students, parents, faculty and staff who sign up for the service. Local television and radio stations may also have information available on their broadcasts and websites.

Whitworth's Emergency Response Plan (ERP) is based on the National Incident Management System (NIMS) used and recommended by local, state and federal emergency-response agencies. The ERP positions the institution to respond to any type and scope of emergency (i.e., natural disasters, pandemic flu or a building fire) and to integrate smoothly with emergency responders from off campus. Staff members with assigned responsibilities in the plan have participated in campus training and exercises to refine the level of preparation.

The Director of Facility Services is responsible for maintaining Whitworth's Emergency Response Plan. Employees are encouraged to visit the [Emergency Response website](#) for more information regarding Whitworth's emergency response plan.

Approved By: The President's Cabinet **Date:** 4/29/2015

Revisions Approved By: Vice President of Finance & Administration **Date:** 2/20/2017